

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Document Processing Technician III	<b>Job Family:</b> 5
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 16

**Definition:** To input, transcribe, edit and proofread material, including complex technical documents, with speed and accuracy from dictation media, e-mail, handwritten and/or typed copy using advanced word processing/desktop publishing features in various software packages on networked PC and Macintosh systems.

**Distinguishing Characteristics:** This is the advanced journey-level class in the Document Processing Technician series. Positions at this level perform the most difficult and responsible types of duties assigned to classes within this series. In the absence of the Document Processing Supervisor, this position may act in a lead role and supervise Technicians while overseeing shift operations.

Receives direction from the assigned Document Processing Supervisor.

May exercise technical and/or function supervision over the Document Processing Technicians I/II.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Input, type, transcribe, and edit and proofread materials (letters, memoranda, reports, agendas, minutes, mailing lists, handbooks, brochures, manuals, press releases, newsletters, presentations, legal documents, financial statements, etc.) from dictation media, handwritten or typed copy, electronic mail and/or disk-transferred material.
2. Determine formatting, spelling, grammar and punctuation.
3. Understand and utilize document processing/desktop publishing equipment capabilities (correcting errors, editing and making revisions) with accuracy and speed.
4. Maintain accurate record keeping for efficient retrieval of system-filed documents, including file maintenance and system backup procedures.
5. Proofread documents initiated by Technicians I/II as necessary.

**Position Title:** Document Processing Technician III

Page 2

6. Assist with the training of Document Processing Technicians I/II and City software users.
7. Act as lead in the absence of Document Processing Supervisor, coordinating work flow, assigning work priorities and proofreading documents.
8. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Thorough knowledge of the English language, including grammar, punctuation and spelling; the function and use of PC and Macintosh computers, with skills in various software packages; basic mathematics; microcomputer hardware functions, document set-up and layout and low-end graphics.

Ability to: Remain seated for long periods of time; concentrate despite noise and activities within the workspace; think through and solve problems regarding the production of dictated material; transcribe machine dictation at 35 words per minute; accurately type 65 words per minute; proofread and edit complex documents; use and understand standard proofreading marks; during peak periods, assist Supervisor in basic shift operations; initiate/create electronic forms for clients in an efficient and accurate manner; efficiently perform advanced computer-aided graphics functions; use dictionaries, handbooks and other reference materials effectively; organize own work effectively; interpret and explain City and departmental policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; work under tight time deadlines; act as lead in assigning and coordinating work of unit.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of experience as a Document Processing Technician, including high-level transcription and typing skills. Equivalent to the completion of 12th grade.

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CLASS SPECS

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